

WIVELISCOMBE TOWN COUNCIL

MINUTES OF THE TOWN COUNCIL MEETING HELD ON Monday 20th October 2025 in the Community Centre at 7.00pm

Attendees

Councillors: R Wilson (Chair), B Wilson, A Woollaston, C Kirk, A Kyle, P Martin, T Parker, E Gaines, P Berman and S Shopland, Nigel Blaker after item 25/167

Clerk: Mrs Sarah Towells

Other: 3 members of the public, Dave Mansell (SC), E Hurry (Wivey Pool) and Benedict Southworth(THT)

Apologies

Councillors: P Doherty

Other: None

Councillors absent without apology: None

25/164 To note apologies for absence: As noted above.

25/165 Any New Declarations of Interest or dispensation: There were none, but Cllr Gaines reminded everyone he is a trustee of the Town Hall Trust.

25/166 Minutes of the meeting held on Monday 15th September 2025: It was **resolved** to approve the minutes, and the Chairman would sign them.

25/167 Co-option of new Councillor: It was unanimously **resolved** to co-opt Nigel Blaker onto the Council who duly signed his declaration of acceptance of office.

25/168 To consider the Planning group's report: It was **resolved** to accept the report and submit the responses to planning department.

25/168.1 Agreed responses in the table below.

SC	49/25/0032/T	Notification to carry out management works (crown-lift to 10 meters above garden level) to one sycamore tree within Ford Conservation area at The Coach House, Castle Lane, Wiveliscombe	It was resolved to leave this to the tree officer.
SC	49/24/0015	Notification of an appeal. Erection of 1 dwelling including change of use of land to residential with associated works at Greenway Farm, North Street, Wiveliscombe	WTC notes the REFUSAL of 49/24/0015 and makes no further comments.

25/169 Finance:

25/169.1 Accounts for approval: It was **resolved** to pay the accounts below.

Sarah Towells	Payroll and expenses	£1114.08
HMRC	PAYE	£355.42
Claire's Cleaning	Toilet cleaning	£690.00
Wiveliscombe Community Centre	Hall Hire for September	£22.00
MSMG	Clear area around toilet block	£110.00
British Gas (DD)	Jubilee Gardens	£20.18
MSMG	Jubilee Gardens	£221.00
PKF LittleJohn	External audit	£378.00
Festive lighting company	New Christmas lights	£4388.55

25/169.2 Current account analysis and Bank reconciliation for September 2025: It was **resolved** to note the current account analysis and bank reconciliation, and Cllr B Wilson would sign these.

25/169.3 Budget monitoring: It was **resolved** to note, and Cllr B Wilson would sign this.

25/169.4 PAYE figures for September: It was **resolved** to note, the figures and Cllr Woolaston would sign them.

25/169.5 Consider paying WAP a monthly fee for room hire and storage; After a proposal from Cllr B Wilson and seconded by Cllr A Woollaston with one vote against, it was **resolved** to pay WAP £40.00 for room hire and £10.00 storage per month.

25/169.6 Adopt Grant Policy: It was **resolved** to adopt the grant policy and put on the website.

25/169.7 Conclusion of Audit: It was **resolved** to note the conclusion of Audit, and all relevant documents were on the website by 30th September 2025. It was further **resolved** to get the Finance Committee to double check all figures prior to submitting the AGAR so as not to repeat this years except for matters section on the external auditor signing off the audit.

25/170 Report from Community Centre: It was **resolved** to note the new handrail had now been fitted along with new lights along the entrance pathway. Bookings have increased and work is underway on the upstairs room.

25/171 Report from Somerset Councillor: Cllr Mansell reported that Somerset Council had started to see how the 100 million pound budget gap would close. Consultants have been bought in to help with this. The Council are making more use of AI.

1600 electric charge points will be fitted over the next 17 years with some in rural areas.

Active travel groups have been proposed for Wellington and Wiveliscombe and this has been discussed in LCN meetings.

Community use for sports clubs should be back in use at Kingsmead school by the end of the year.

Yellow lines have re-appeared in West Road and this is being addressed and they are not enforceable.

Options for The Square: 1. Do nothing. 2. Look again at the feasibility design. 3. Somerset Council could amend traffic restrictions which would protect the dropped kerbs. Cllr Mansell would organise a meeting with cllrs to show how this could work.

25/172 Crime Report: It was **resolved** to note the August and September reports.

25/173 Correspondence:

25/173.1 Email regarding speeding in Lion D'angers: It was **resolved** to contact Somerset Council to enquire how much 20 mph signs would cost, and the possibility of sleeping policemen.

25/174 Saturday mornings Cllr Surgery in November: It was **resolved** Cllr Martin would do the November session.

25/175 Report from Cllr Surgery held in October: It was **resolved** to note it was quiet but Cllr Martin advertised the fact that more Town councillors are needed.

25/176 Review of Risk Register: It was **resolved** to note there was no updates.

25/177 Verbal update from Health and Wellbeing group: Laura Batcha had already started work regarding the community plan update and started to research taster sessions, running some consultations. It was **resolved** the Clerk would contact Laura to arrange a meeting with the Health and Wellbeing group.

177.1 Report from Laura Batcha: It was **resolved** to note the report.

25/178 Neighbourhood Plan Investigation: It was **resolved** to note this was ongoing and Cllrs B and R Wilson would get the old plans out of storage. Cllr R Wilson attended the SALC neighbourhood plan training and reported it would take at 3 years to produce a plan once agreed to proceed.

25/179 Strategic Plan Working Group: It was **resolved** to note there was no update.

25/180 Webcam in the Square: Cllr Parker reported that he had contacted Patrick Boyle and the business group were not prepared to take it on. It was **resolved** that Cllrs Blaker and Parker would look at this and report back at the next meeting.

25/181 New Town Council Website/on line mapping and emails in line with new legislation: It was **resolved** to note that Cllr Parker and the Clerk had had some discussions regarding Parish Online but nothing concrete had been decided.

25/182 20mph zones in Wiveliscombe: It was **resolved** to note the Clerk had contacted Seddons regarding the signs without any luck. It was resolved to get quotes and to ask Webbers if they would sponsor the signs.

25/183 Zebra crossing outside Kingsmead: The Clerk had asked how much a feasibility study would cost but no update as yet. The Clerk would send on the emails to Cllr Mansell and he would get them to the correct department.

25/184 Xmas Committee: Switch on of Christmas lights will be at 6pm on 28th November. The lights would be installed W/C 17th November and the tree was being collected on 14th November. Jim Laker would be having a stall on the night. It was resolved to give Cllr P Martin a note to say she would be collecting contributions towards the new lights.

25/185 Report from LCN Highways working Group: It was **resolved** to note there was no report as Cllr Parker was unable to attend the meeting.

25/186 Action Plan required for more recreation land in Wiveliscombe: Cllrs Kyle and Gaines looked at the land behind the swimming pool and wondered if there was a possibility that this could be purchased for recreation land. The Manor farm development could be approached to ask for some recreation land within the development. Bloor homes had already been approached to see if they could provide some recreation land within the new development.

25/187 Recruitment drive for more councillors: It was **resolved** that Cllr P Martin would have all the necessary information at the Saturday morning surgery. Notices had been put up in the notice boards.

25/188 Benches around Wiveliscombe: It was **resolved** to buy the Rowlinson bench for Gadds Lane and ask MSMG to fix this securely.

25/189 Consider supporting the Recreation Ground to replace a bench in the rec: It was **resolved** to purchase a 2nd Rowlinson bench for the recreation ground.

25/190 Volunteers and councillors needed to support Wiveliscombe Fireworks display: Volunteers are required from 5pm on 7th November at the Recreation Ground.

25/191 Receipt of the Finance committee minutes of the meeting held on 29th September 2025 and consider any recommendations: It was **resolved** that once an application had been approved by Full Council the Clerk could pay the agreed amount awarded as invoices are produced for completed works done towards the project, which would help when multiple invoices would be issued for each grant application. It was further **resolved** to grant CIL money to:
Wivey Pool up to the value of £30,000
Wiveliscombe Community Centre up to £10,000
Town Hall Trust up to £42,500

25/192 Receipt of the draft Finance committee minutes of the meeting held on 6th October 2025 and consider any recommendations: It was **resolved** to grant £3000 to Wivey Link for community transport.

25/193 Toilets:

25/193.1 New quote to be agreed prior to work starting: It was **resolved** to pay £23712.00 plus VAT for the creation of two individual toilet cubicles. It was further **resolved** to ask the builder to start work on them ASAP. It was resolved to apply for building regulations.

25/193.2 Update on appeal: It was **resolved** to note that we are waiting for an inspector to arrange a site visit.

25/194 Items for the next meeting to be held on Monday 17th November 2025:

Improvements to The Square
Radio show volunteer

25/195 Resolve to exclude the press and public from the remainder of the meeting: It was resolved to exclude the press and public from the remainder of the meeting.

25/196 Receipt of draft Library Working Group minutes of the meeting held on 6th October 2025 and consider any recommendations made by the group: It was **resolved** to note the minutes. It was further **resolved** to send a letter to Somerset Council before the end of October, giving a copy to the Town Hall trust to enable them to start lease negotiations with the Co-op and to approve the LWG to move towards a contract with SC and THT, with a suitable lease arrangement, which would be approved by Full Council at the next available meeting.

25/197 New Library Contact proposal: Although Cllr Gaines stayed in the room he did not vote. It was resolved to approve the new proposal for a 3-way library contact from Wiveliscombe Town Hall Trust.

25/198 Receipt of draft staffing minutes of the meeting held on 1st October and consider any recommendations: It was **resolved** to note the minutes and that there were no recommendations.

25/199 Close meeting: Meeting Closed 20.32